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L'Enfant's Plan, Early Washington Maps Subjects of Summer Issue of *Quarterly Journal*

Early maps and the formation and development of the nation's capital are the focus of the Summer 1979 issue of *The Quarterly Journal of the Library of Congress.* From Pierre Charles L'Enfant's plan of August 1791, now in the Library's collections, through the maps of others, especially Andrew Ellicott, authors of three essays examine the surveying of the original District of Columbia (then known as a "Territory"), the placement of streets, "squares," and waterways, the division of land into lots, and the positions of the first Federal buildings, notably the "President's House" and "Congress House" as originally labeled by L'Enfant.

The lead article, "The Delineation of a Grand Plan" by Richard W. Stephenson, head of the Reference and Bibliography Section in the Library's Geography and Map Division, describes the map that L'Enfant presented to President Washington. He traces the relationship between L'Enfant and the city's first planners and discusses other maps that revised these plans. Mr. Stephenson also argues for the firm attribution of the manuscript plan to L'Enfant himself, chronicles how it came to the Library of Congress, and, finally, describes what is being done to preserve and restore it.

Sibley Jennings, Jr., supervisory architect with the Department of Justice, takes a fresh look at the 1791 plan in "Artistry as Design: L'Enfant's Extraordinary City." Taking exception to some of the theories about the French influence on L'Enfant and to the assertion that some of the characteristics of the Ellicott plan should be attributed to L'Enfant, the author instead focuses on some of the neglected aspects of the plan—ones called for but never carried out. The 1791 plan included enclosed plazas at the "squares," avenues of shorter length with vistas minimized and obscured by trees, and major buildings such as the White House and Capitol at different locations. The plan also specifies a grand avenue on the

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Mall with Pennsylvania Avenue having much less prominence in the design than it does today, according to Mr. Jennings. The author used his knowledge of drafting methods in his examination of the manuscript, as well as special photography, some of which revealed pencilled inscriptions on the plan possibly made by Thomas Jefferson.

In "Mapping the Nation's Capital: The Surveyors Office, 1791–1818," Ralph E. Ehrenberg, chief of the Center for Cartographic and Architectural Archives, National Archives and Records Service, discusses the work of James McDermott, Nicholas King and his father and brother, and Benjamin Henry Latrobe, among others, in view of the continuing developments and refinements of the L'Enfant–Ellicott plan that occurred as the nation's capital came into being. The surveying and mapping work that took place in Washington in 1791–1818 reached a peak of activity that would not be seen again until the Civil War, according to the author.

A final article in this issue of the *Quarterly Journal* takes up "Aborted American Atlases." Written by Walter W. Ristow, honorary consultant to the Library in the history of American cartography and former chief of its Geography and Map Division, the essay deals with several unfinished cartographic efforts of the late 18th and early 19th centuries, among them Walker and Abernethie's Traveling Map, Christopher Colles' *Survey* and *Geographical Ledger*, John Melish's state sheet maps designed to be part of an open–end or loose–leaf atlas, and the Ebeling–Sotzmann *Atlas von Nordamerika*.

The Summer 1979 issue of *The Quarterly Journal of the Library of Congress* (ISSN 0041–7939) sells for $2.25 and is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 or in person only from the Information Counter in the ground floor west lobby of the Library of Congress Building. The subscription price is $9 a year ($11.25 for foreign mailing).

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Comparable institutions and organizations in other countries may arrange to receive the *Bulletin* on the exchange basis by applying in writing to the Library's Exchange and Gift Division. All other correspondence should be addressed to the LC *Information Bulletin*, Information Office, Library of Congress, Washington, D.C. 20540.

Revision of Public Printing Laws Considered in Congressional Hearings

Joint hearings on bills (H.R. 4572 and S. 1436) to amend Title 44, *United States Code*, to provide for improved administration of public printing services and distribution of public documents were held by the Senate Committee on Rules and Administration and the Subcommittee on Printing of the Committee on House Administration on July 10, 19, 24, and 26. Representatives of the Government Printing Office, libraries, publishers, information industry, printing and paper industries, unions and consumer groups, and others presented testimony on this legislation.

The bills as currently drafted would establish the Government Printing Office as an independent establishment in the executive branch and would provide a Board of Directors with a full–time chairman and six other voting members appointed by the President and three non voting members representing the Committee on House Administration, the Senate Committee on Rules and Administration, and the Office of Management and Budget. The board would appoint a Public Printer and a Superintendent of Documents who would be coequals.

The definition of a public document has been broadened and additional responsibilities would be placed on the Superintendent of Documents, including responsibility for the maintenance of a complete collection of public documents, the maintenance of a comprehensive cumulative index of public documents, the issuance of a periodic catalog, the distribution of public documents through the Government Printing Office, including "oversight, inspection, and support of depository libraries," and international exchange of public documents in cooperation with the Secretary of the Smithsonian Institution and The Librarian of Congress.

The Board of Directors would be responsible for prescribing bibliographic and indexing standards for public documents.

With respect to control of public printing services and distribution of public documents for the Congress, the Committee on House Administration, and the Senate Committee on Rules and Adminis-

tration would have authority to control by regulation printing services and distribution of public documents issued by the Congress.

In commencing the hearings on these bills Senator Claiborne Pell, chairman of the Senate Committee on Rules and Administration, and Augustus F. Hawkins, chairman of the Subcommittee on Printing, cautioned that the bills were open to amendments and that all views of witnesses would be given serious consideration when the committees moved toward the mark–up of the bills.

In testifying on this legislation on July 19, the Librarian of Congress, while not taking a position on the organizational structure of the Government Printing Office, stated that "legislation to update government printing laws could be the framework for a new national information policy. We need more open access and wider use of government publications by the whole American public. Since its beginnings the Government Printing Office, as its name indicates, has been primarily a printer. . . . But in a free society printing is not enough. Printed works become useful only if they are effectively published. And American civilization has been resourceful in using old ways and finding new ways to publish. Until now we have not managed to organize our government printing or to apply this experience and this resourcefulness to the countless valuable products of our Government Printing Office." He urged that prepublication announcements in trade journals be made, that advertising and review media be used, and that Government publications be commercially available. In commenting on the depository library provisions of the bill, Dr. Boorstin commended the committees for the attention given in the bills to the role of depository libraries and urged that depository collection rank high in the priorities of the library system. He said, "Perhaps with the incentive of better federal support, such as proper indexing and bibliographic control and grants to these libraries, this could become a reality."

In conclusion, The Librarian urged that the committees review the definition of public document as contained in the bills in order that the Library of Congress could continue to publish and sell the *National Union Catalog* and other technical publications on a self–sustaining, that is, a cost–plus–10–percent basis.

American Folklife Center Photographs Exhibited at Chicago Museum

An exhibition of Library of Congress photographs documenting aspects of ethnic community life opens today at Chicago's Museum of Contemporary Art. Chicago photographer Jonas Dovydenas created the images during his work on a field research project conducted by the Library's American Folklife Center in 1977.

The exhibit, the result of cooperation of the museum, the center, and the photographer, is entitled "Inside Our Homes, Outside Our Windows: Photographs of Chicago Ethnic Communities." The images include Mexican-American folk muscians playing a song for a friend over a telephone, street parades in honor of religious festivals, proud grandparents watching a children's dance class at a Buddhist Temple, home and yard decorations, blues musicians at a southside club, and other scenes. The exhibition will continue through September 30.

The photographs were made as part of the work of the Chicago Ethnic Arts project, a survey of community and neighborhood artistic expression undertaken by the American Folklife Center in cooperation with the Illinois Arts Council in 1977. Jonas Dovydenas joined a dozen specialists in various cultural traditions in the survey of Chicago ethnic groups. The photographs and other materials generated by the project are now part of the collections of the Library of Congress.

An exhibition catalog which reproduces 15 of the images in the exhibit is available for $3.50 from the Museum of Contemporary Art, 237 E. Ontario St., Chicago, Ill. 60611. In the introduction to the catalog, center director Alan Jabbour writes, "People's lives include many networks of allegiance and affection. In one way or another we are all Americans and participate in the main streams of American life. We also have friendships and connections with places, schools, and jobs.

"All these networks are visible in the photographs, but the pictures focus primarily on the networks and allegiances we sometimes call 'ethnic.' For some, ethnicity coincides with neighborhoods, while for others the ethnic network stretches across America or around the world."

Reception and Symposium Mark "Decision to Go to the Moon" Exhibit

"If the scientists and politicans don't have the perspective, the Library of Congress has to remind them of the great American adventure . . . it's a week of celebration and in it we're going to remind you of the beginning." Such were the words of Librarian of Congress Daniel J. Boorstin as he

Pictured (above) at the reception are Robert A. Frosch, Daniel J. Boorstin, and Michael Collins, one of three astronauts on the Apollo 11 mission and now undersecretary at the Smithsonian Institution.

In the receiving line (top right) are Ingrid Maar, coordinator of exhibitions, Library of Congress; Daniel Schorr, syndicated columnist; Michael Carrigan, the Library's exhibits officer; Mrs. Carrigan (back to camera), shaking hands with The Librarian; and Mrs. Boorstin.

Pictured (opposite) discussing the Library's moonshot exhibit are James E. Webb, Robert Frosch, and Michael Carrigan.

Enjoying the reception (below, are Jane Bruno, Leonard Bruno of the Library's Science and Technology Division and author of the exhibition catalog, and John Logsdon.

addressed more than 250 guests in the Great Hall of the Library on the evening of July 16, as the Library officially opened its exhibit, " 'We Have a Sporting Chance. . . .' The Decision to go the Moon."

The reception was the occasion for recalling memories of a decade ago and before. The event commemorated the 10th anniversary of the first man to set foot on the moon on July 20, 1969. Individuals directly responsible for the success of the mission were present—Michael Collins, one of the three astronauts of the famous Apollo 11 crew; James Webb, NASA administrator from 1961 to 1968; and Olin E. Teague, former chair, House Committee on Science and Technology. Other guests included Senator Charles Mathias, Jr.; Robert A. Frosch, NASA administrator; Livingston

Shown above at the luncheon-symposium in the Whittall Pavilion on the afternoon of July 19 are Olin E. Teague, T. Keith Glennan, and Daniel J. Boorstin.

Discussing symposium highlights are Noel Hinners, Joseph F. Shea, Hilliard W. Paige, Carol Nemeyer, and Charles Sheldon and Robert A. Frosch (in the background).

Pictured reviewing viewpoints during the luncheon are John Noble Wilford of the New York Times, *James E. Webb, Librarian Boorstin, and Theodore Sorensen.*

Biddle, chair, National Endowment for the Arts; William F. Bolger, Postmaster General; Elmer Staats, Comptroller General of the United States; and many members of the press.

Following introduction of guests in the receiving line The Librarian delivered a brief welcome and a short talk on the historical significance of the 10th anniversary of the moon landing. He discussed the importance of competition, reflecting on the early days of the space race: " 'If there was ever an historical event where competition between nations was crucial, it was in the race to go the moon." Robert A. Frosch and Loretta Barrett of Anchor Press, a subsidiary of Doubleday Books, a cosponsor of the evening's festivities, also addressed the gathering.

On Tuesday, July 17, the exhibit was opened to public viewing and on Thursday a luncheon-symposium was held in the Whittall Pavilion for a group of persons especially instrumental in the decision to go to the moon. Guests included Amitai Etzioni, professor, Columbia University and author of *The Moon Doggle;* Robert Frosch; T. Keith Glennan, first NASA administrator, appointed by President Eisenhower; Elizabeth Klappman, Doubleday & Co.; John M. Logsdon, director, Graduate Program in Science, George Washington University, and author of *The Decision to Go to the Moon;* George E. Mueller, former NASA associate administrator for manned space flight, and Mrs. Mueller; Frederick J. Ordway, formerly of NASA, colleague of Wernher von Braun, and author with von Braun of *New Worlds: Discoveries From From Our Solar System;* Hilliard W. Paige, former general manager, Spacecraft Division, General Electric; Joseph F. Shea, former NASA deputy director for manned space flight; Hugh S. Sidey, syndicated columnist, selected by President

Kennedy to cover the decision to go to the moon; Theodore Sorensen, former advisor to President Kennedy; Olin E. Teague; James E. Webb; Edward Welsh, former executive secretary, National Space Council, under President Johnson; Noel Hinners, director, National Air and Space Museum of the Smithsonian; and several members of the press. The Library was represented by Librarian and Mrs. Boorstin, Deputy Librarian William J. Welsh, Associate Librarian Donald C. Curran, Associate Librarian for National Programs Carol A. Nemeyer, Charles Sheldon, of the Science Policy Division, Assistant Librarian for Research Services John Broderick, and Marvin McFarland and Leonard Bruno, Science and Technology Division.

According to Leonard Bruno, author of the exhibition catalog, the Thursday symposium's most interesting moments were when various participants discussed their own roles and the maneuvers needed to get the go-ahead for the massive project of propelling a manned vehicle to the moon and returning to earth safely. A number of anecdotes emerged during the afternoon, memorable among them some from James Webb. He reminisced, as he told of walking through the Library's exhibit, about documents that he had been intimately involved with, such as his presentation to President Kennedy March 21, 1961, which requested the President to give his full and unwavering support to the NASA 10–year plan in order to catch the Soviets in space and thereby gain for America world-wide prestige and power, that it has since undeniably enjoyed. "Indeed, these original documents are important because when they are taken together you can see how President Kennedy took the bull by the horns and told us to get it done."

Olin "Tiger" Teague explained that Congress was initially inordinately skeptical about the project and had to be cajoled and led to see the light at the end of the tunnel and the possibly realistic results that could accrue. Ted Sorenson, a Kennedy advisor and speechwriter, explained how Kennedy's address before the joint session of Congress April 25, 1961, reflected the young leader's style and that what Congress heard could be measured in terms of listening to a command decision. Joe Shea, former NASA deputy director for manned space flight, commented on this quality of leadership in the President, saying that there were just three main ingredients in the President's messages: man, moon, and by the end of the decade.

Applicants Sought for Hard-to-Fill Vacancies

The Library's Automated Systems Office is seeking applicants for positions as assembly language programmer and Date General IDEA programmer. In each type of position, there are multiple vacancies to be filled at the GS–7 through GS–12 levels.

The Library makes use of computers to provide services to Congress, cataloging information to other libraries and on-line to readers, information on the status of copyright registrations and cataloging, and miscellaneous other services and applications. The Library is developing advanced on-line interactive data base-oriented software for bibliographic, IS&R, MIS, and financial control systems. The programming languages and control systems employed include ALC, COBOL, PL/1, IDEA, and CICS/VS. The hardware environment consists of an IBM 3033, an Amdahl 470/V6, an IBM 370/158, and several Data General minicomputers to serve over 1,300 terminals on Capitol Hill. In addition to CRT and local printer outputs, hard copy is produced in numerous media including photocomposition and COM.

Applicants for assembly language programmers should have at least one to three years of programming experience, which has included substantial recent use of ALC, PL/1, and COBOL. Applications should be submitted under vacancy announcement No. 99001.

Applicants for Data General programmers should have at least one to three years of programming experience using Data General or similar equipment and which has included some use of IDEA programming language. Applications should be submitted under vacancy announcement No. 99002.

The starting salaries for GS–7 through GS–12 positions range from $13,014 to $30,017.

Persons having applicable experience who are interested in working in this challenging environment are invited to submit a form SF–171 and a form CSC 1170/4 (*Supplemental Qualifications Statement—Computer Specialists*) for each vacancy to the Library of Congress, Recruitment and Placement Office, Washington, D.C. 20540. Additional information may also be obtained by calling the Recruitment and Placement Office on (202) 287-5620.

Civil Service status is not required for these positions.

APPENDIX

AACR 2 Options Proposed by the Library of Congress

Chapters 2–11

Prepared by Ben R. Tucker
Chief, Office for Descriptive Cataloging Policy

The decisions on options in Chapters 1–2, 12, and 21–26 were published in the *Library of Congress Information Bulletin* of July 21, 1978 (pp. 422–428), and in *Cataloging Service Bulletin*, Winter 1978.

The following text covers the remaining options in AACR 2, that is, those dealing with early printed books and with nonbook materials. The comments transcribed represent tentative decisions made within the Library of Congress following meetings among Processing Services, Research Services, and the Copyright Office. Please send your own comments on these proposals by September 15 to Lucia J. Rather, Director for Cataloging, Processing Services, Library of Congress, Washington, D.C. 20540.

Chapter 2 (Early Printed Books)

2.16E. If more than one place of publication, etc., is found in the item, always record the first, and *optionally*, record the others in the order in which they appear. If second or subsequent places are omitted, add [etc.].

Londres ; et se trouve à Paris
London [etc.]

Comment: Apply the "*optionally*" provision.

2.16G. If there is more than one statement relating to publishers, etc., always record the first statement, and *optionally*, record the other statements in the order in which they appear. If subsequent statements are omitted, add [etc.].

London : Printed for the author and sold by J. Parson [etc.]

Comment: Apply the "*optionally*" provision.

2.16H. Give the date of publication or printing, including the day and month, as found in the item. Change roman numerals indicating the year to arabic numerals unless they are misprinted, in which case record the roman numerals and add a correction. Add the date in the modern chronology if this is considered to be necessary.

1716
iv Ian 1497
xii Kal. Sept. [21 Aug.] 1473
In vigilia S. Laurentii Martyris [9 Aug.] 1492
iii Mar. 1483 [i.e. 1484]
1733
(*Date in book:* MDCCXXXIII)
DMLII [i.e. 1552]

Optionally, formalize the date if the statement appearing in the book is very long.

xviii Mai. 1507
(*not* Anno gratiae millesimo quingentesimo septimo die vero decimoctavo Maij)

Comment: (1) Routinely consider that it is necessary to "add the date in the modern chronology." (2) Apply the optional provision for formalizing very long statements of the date.

2.17B. Illustrations. Describe an illustrated item as instructed in 2.5C. *Optionally*, add *woodcuts*, *metal cuts*, or, in doubtful cases, *cuts*, as appropriate.

: ill. (woodcuts)
: 30 ill. (cuts)
: ill. (woodcuts, some col.)
: ill. (woodcuts), ports.
: ports. (woodcuts)

Comment: Apply the option selectively (whenever the information seems important for the particular book, particularly in the case of incunabula).

2.18C. Bibliographic references. For incunabula, and *optionally* for other early printed monographs, give the place in standard lists where a description of the item being described is to be found. Make this note in standard and abbreviated form.

References: HR 6471; GW9101; Goff D–403
References: BMC (XV cent.) II, p. 346 (IB.5874); Schramm, v. 4, p. 10, 50, and ill.

Comment: Apply the option whenever the edition being cataloged is the edition listed and the information is readily available in one of the following catalogs: Bristol, Blanck, Evans, Pollard and Redgrave, or Wing.

Chapter 3 (Cartographic Materials)

3.1C. *Optional addition.* General material designation.

3.1C1. Add, immediately following the title proper, the appropriate general material designation as instructed in 1.1C.

Central Europe [GMD]

Camden's Britannia, 1695 [GMD]
Decca aeronautical plotting chart [GMD]

Comment: Do not apply the GMD option to cartographic material.

3.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

Comment: Do not apply the option. If the edition statement could be supplied by the cataloger, there would be too much danger of bibliographic "ghosts." The notes area seems a better place for information of this type that the cataloger feels should be supplied. (This position agrees with the decision we made for the general chapter.)

3.3B2. *Optional addition.* Give additional scale information that is found on the item (such as a statement of comparative measures or limitation of the scale to particular parts of the item). Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop.

Scale 1:250,000 1 in. to 3.95 miles. 1 cm. to 2.5 km.

Comment: Apply this option.

3.3C2. *Optional addition.* Add associated phrases connected with the projection statement if they are found on the item, its container or case, or accompanying printed material. Such associated phrases concern, for example, meridians, parallels, and/or ellipsoid.

Transverse Mercator proj. Everest spheroid
Azimuthal equidistant proj. centered on Nicosia, N 35°10′, E 33°22′

Comment: Apply this option.

3.3D. *Optional addition.* Statement of coordinates and equinox.

3.3D1. Give the coordinates in the following order:

westernmost extent of area covered by item (longitude)
easternmost extent of area covered by item (longitude)
northernmost extent of area covered by item (latitude)
southernmost extent of area covered by item (latitude)

Express the coordinates in degrees (°), minutes (′), and seconds (″) of the sexagesimal system (360° circle) taken from the Greenwich prime meridian. Precede each coordinate by W, E, N, or S, as appropriate. Separate the two sets of latitude and longitude by a diagonal slash, and separate each longitude or latitude from its counterpart by a dash.

(E 79°—E 86°/N 20°—N 12°)
(E 15°00′00″—E17°30′45″/N 1°30′12″—S 2°30′35″)
(W 74°50′—W 74°40′/N 45°05′—45°00′)

Comment: Do not apply this option.

Optionally, give other meridians found on the item in the note area (see 3.7B8).

Comment: Apply this option.

3.4D1. Record the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

Southampton : Ordnance Survey
Point Reyes, Calif. : Drake Navigators Guild
Paris : Institut géographique national
[London] : Royal Geographical Society
Montréal : Éditions FM
[Chicago] : Chicago Area Transportation Study
Amsterdam ; London : North-Holland Pub. Co.
(*For a cataloguing agency in the United Kingdom*)

Comment: Apply this option.

3.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

3.4E1. Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

København : Geodaetisk Institut ; [London] Stanford [distributor]

Comment: Apply this option so that such terms as "distributor" and "publisher" will be added to entities named in the imprint area whenever necessary to clarify the function of the particular person or body. It is expected, however, that the need for clarification will vary from case to case, and the cataloger's perception of the need will also vary. Thus, no great effort at uniformity will be attempted. (This position agrees with the decision we made for the general chapter.)

3.4G2. *Optional addition.* Give the place, name of printer, etc., and/or date of printing, etc., if they differ from the place, name of publisher, etc., and date of publication, etc.; and are found on the item, its container or case, or accompanying printed material; and are considered important by the cataloguing agency.

London : Laurie & Whittle, 1804 (1810 printing)

Comment: Apply the option so that at least in some cases valuable information about a printer, for example, will not be lost. We recognize, however, that a high degree of uniformity need not be attempted when deciding in precisely which cases such data "are considered important by the cataloguing agency." (This position agrees with the decision we made for the general chapter.)

3.5D. Dimensions

3.5D1. Maps, plans, etc. For two-dimensional cartographic items, give the height × width in centimetres, to the next whole centimetre up (e.g., if a measurement is 37.1 centimetres, record it as 38 cm.); *optionally,* for early and manuscript carto-

August 10, 1979

STAFF NEWS

Mildred Chaffin Portner Dies

Mildred Chaffin Portner, former Secretary of the Library of Congress (a position later designated chief of the Central Services Division) died on July 24 in St. Petersburg, Fla., of cancer.

As Secretary of the Library from 1946 to 1969, she won numerous awards for developing management systems which were eventually adopted in more than 300 Congressional offices and for training the personnel to manage those systems. One of her more widely credited accomplishments was the reorganization of the office of the then Majority Leader of the Senate, Lyndon B. Johnson. Mrs. Portner continued her affiliation with the Johnson family as a planner of the LBJ Memorial Library in Austin, Tex., and as one of the principal organizers for the restoration of the Johnson boyhood home. She is remembered as an early advocate of equal employment practices and launched numerous young people on successful careers in the Federal government.

Born in Ithaca, Mich., she graduated from the University of Michigan. She held various executive positions in Michigan State Government before becoming personnel director of Peoples Department Store in Detroit, Mich. In the early 1930s she joined the Works Progress Administration where she was named business manager for the WPA Art, Theatre, Writers, and other New Deal projects.

She was a member of the American Library Association, the District of Columbia Library Association, the Society of American Archivists, the Society of Personnel Administration, the Capitol Hill Association, and the Michigan State Club.

Mrs. Portner's survivors include her husband, Stuart Portner, former assistant secretary of the Organization of American States, and a granddaughter Jullie, both of St. Petersburg. A son, James, a veteran of the Korean War, died in 1965. Memorial contributions may be made to the American Cancer Society.

Want to Be a Member of the Women's Program Advisory Committee?

Have you ever wondered what it would be like to be on the Women's Program Advisory Committee? New members will soon be selected to serve on the committee which was established by The Librarian in May 1974 to assist and advise the women's program officer in effort to implement the Federal Women's Program at the Library. Committee selection procedures will be discussed in a Women's Program meeting open to all staff members on Tuesday, August 28.

You may have been interested in the committee from a distance, but still have a lot of questions about how much time is involved, or whether your supervisor would let you belong, or when the meetings are held. Perhaps you have some ideas for other programs you would like to see at the Library. Maybe you already know that you would like to be on the committee, but do not know anything about the selection process.

Questions concerning the member selection process or any other questions that may have occurred to you will be answered in the August 28 program, to be held from 11:45 a.m. to 12:45 p.m. in the Whittall Pavilion. Current members of the committee will be present to answer questions about the purpose, goals, organization, activities, and responsibilities of the program. Staff members may choose to attend on their lunch periods, but any additional time requires advance supervisory approval.

If you are interested in serving on the committee, submit a written memorandum of interest to your department head by September 14. One new member will be selected for two years from each of the Library's eight departments. An additional one–year vacancy will be filled from the Law Library, Research Services, and the Office of The Librarian.

Interviews will be conducted at the department level, after which the department heads will submit a list of three persons for each vacancy, in order of preference, to The Deputy Librarian by October 2. Selections will be made by October 12.

The committee consists of two members from each

Effective August 13, women's program officer **Morrigene Holcomb** will begin a temporary assignment of 90 days on the Task Force for Civil Rights Reorganization in the Office of Management and Budget, Office of the President. In her absence, members of the committee will perform specific assignments for the ongoing work of the Women's Program. Questions concerning the Women's Program may be directed to Lisa Hicks, staff assistant, on ext. 76598.

department and one representative from each of the AFSCME Locals, 2477 and 2910. The membership of the committee should reflect a cross–section of staff members by such factors as sex, race, age, handicap status, and grade level. Staff members who are actively interested in contributing to the improvement of the status of women at the Library are encouraged to apply for committee membership.

Elizabeth W. Ridley Retires

Elizabeth W. Ridley, employee relations officer of the Personnel and Labor Relations Office, retired on June 1, having served over 32 years in that and related positions in the Library. She was honored by a luncheon attended by The Deputy Librarian, the Associate Librarian for Management, the director of the Equal Opportunity and Special Programs Office, the director and assistant director of the Personnel and Labor Relations Office and 100 of her friends and co-workers.

Deputy Librarian William J. Welsh presents a retirement certificate to Elizabeth W. Ridley (center) as Glen A. Zimmerman, director of the Personnel and Labor Relations Office, and Nancy Thomas of the Employee Relations Office, look on.

Born in Riverton, N.J., she was educated at St. Mary's Hall in Burlington, N.J., and the Kinder School of Organ Music in Philadelphia, Pa. She held several positions in Philadelphia during the 1930s and early 1950s and was with the American Red Cross from 1942 to 1946. All of Miss Ridley's Government service was at the Library of Congress.

Miss Ridley joined the staff of the Library in December of 1946 as an employee relations assistant. She was appointed assistant employee relations officer in November 1955 and employee relations officer in April of 1958.

Associate Librarian for Management Edmond L. Applebaum presents Miss Ridley a signature book on the occasion of her retirement.

Among the many awards and special recognitions presented to Miss Ridley during her tenure here at the Library were the Red Feather Certificate sponsored by the Community Chest Foundation in 1948, a Crusade for Freedom Citation in 1952, and a Meritorious Award for Outstanding Performance during the period of October 1, 1954, through

Clarence Hubbard of the Procurement and Supply Division greets Miss Ridley, pictured here with her sisters and brother-in-law (on the right).

October 1, 1955, as acting employee relations officer during the absence of the employee relations officer. In 1976, Miss Ridley received special recognition from The Deputy Librarian of Congress for outstanding work in coordinating and planning the Semiannual Awards Ceremony. On May 22, just before her retirement, she received a Superior Service Award from The Deputy Librarian at the Awards Ceremony in the Coolidge Auditorium.

She will be greatly missed by her co-workers and the many staff members she has counseled or assisted in other ways during her tenure in the Employee Relations Office.

Two Floors of Madison Building Accepted from Building Contractor

Two floors of the James Madison Memorial Building have been accepted from the building contractor, giving the Library access to the fourth and fifth floors to begin its own work of preparing for occupancy by Library staff.

On March 19, the Architect of the Capitol accepted the fifth floor from the building contractor, J. W. Bateson Co. One of the events following that date was the turning over of keys to the Library of Congress. The Library's Special Police have established a post on that floor and have assumed responsibility for its security. Between March and June, the building contractor continued some work on the floor to install clocks, to balance the heating–ventilating system, and to correct deficiences identified during final inspections. In addition, those Architect's forces assigned to the Library began the installation of cabling for computer terminals (not part of the contracted construction) and made some final adjustments in partitions and electrical fittings requested by the Library. Other activities have included installation of telephone cables by the Chesapeake and Potomac Telephone Co. and the receipt and storage of carpeting for installation later this summer. Library units involved in the work to date have been the Library Environment Resources

Buddy Rowe, Register's Office, explains floor plans to Copyright Office staff on a recent tour of their working area in the Madison Building.

Sgt. Walter Olin of the Special Police checks a key for fit as Jeff Paulsen of the J. W. Bateson Co. looks on and Jack Sullivan of the staff of the Architect of the Capitol points out the location on a floor plan.

Thornton Rich, Procurement and Supply Division, moves cartons of carpet tile to the Madison Building where it is being held until installed.

Office, the Buildings Management Division, and the Procurement and Supply Division.

On June 19, the Architect accepted the fourth floor from the building contractor, and similar final work is planned there. By the end of the summer it is expected that one or two more floors may be similarly accepted. Such phased acceptance of floors will speed the eventual use of the building of the Library. When four floors have been accepted, the Architect will begin to accept the support services—electrical, heating–ventilating, and fire–security systems. Completion work is also underway in other parts of the building to provide clear access to the principal entrances, to elevators, and in stairways. If this work is completed later in the year, as planned, the Library can begin to move staff from the present buildings.

During the past year virtually all staff members of the Congressional Research Service have had tours of their work areas in the Madison Building. Similar tours have started this month for the staff of the Copyright Office, and tours for staff of Processing Services are being planned. Other staff members scheduled for moving into the building will be offered tours before the end of the year.

Present plans anticipate virtually complete occupancy of the Madison Building during fiscal year 1980, with a formal dedication scheduled for June 1980.

LCPA Presents Slide Show On CRS and Processing Services

The Library of Congress Professional Association will sponsor a slide show on the Congressional Research Service and Processing Services at noon on Wednesday, August 15, in the Whittall Pavilion. Each show represents an introduction to the department's activities that is often presented for clients, visitors, and new department employees.

Staff members whose attendance at the program may require staying beyond the normal lunch period should consult their supervisors.

Personnel Changes

Appointments: George Danko, senior reference assistant, GS–9, CRS S, 90422; Leslie Davis, editorial clerk, GS–4, Desc Cat, 90302; Mary Fowler, analyst in social legislation, GS–9, CRS EPW, 90224; Larry Hawkins, special policeman private, SP–7, Bldgs, 90361; John Howard, assistant reference librarian, GS–11, LL AB, 90353; Carlton Iddings, programmer, GS–11, ASO, 90089; John Jablonski, senior programmer, GS–12, ASO, 90226; Rene Levine, analyst in social legislation, GS–7, CRS EPW, 90224; Jeffry Milton, special policeman private, SP–7, Bldgs, 90361; James Ricks, janitor, WG–1, Bldgs, OP ALM–107; John Schanz, senior specialist in economics, GS–17, CRS S, 6055; Anne Wallmark, clerical assistant, GT–3, Photodup, ALM–101.

Temporary Appointments: George Alvey, deck attendant, GS–3, Col Mgmt, GR–113; Lawrence Appelbaum, deck attendant, GS–3, Col Mgmt, GR–112; Roxana Atwood, worker–trainee, GS–2, Cop Acq & Proc, NP; Teresita Board, library aid, GS–1, E&G, NP; Debra Braz, library assistant, GS–5, M/B/RS, NP; Philippe duChateau, library assistant, GS–5, M/B/RS, NP; Sharon Geter, deck attendant, GS–3, Col Mgmt, GR–113; Nancy Heiser, librarian, GS–9, NLS/BPH, 90318; Lawrence Kaye, vault collection attendant, WG–3, NP; Pangeeta Kerr, filer trainee, GS–3, Cop Acq & Proc, NP; Karen McHone, worker–trainee, GS–2, Cop Acq & Proc, NP; Elizabeth Maloney, employee development specialist, GS–7, Trng, 9EMPD; Toni Martin, deck attendant, GS–3, Col Mgmt, GR–113; Dwayne Moore, deck attendant, GS–3, Col Mgmt, GR–113; Georgette Parker, library aid, GS–3, E&G, NP; Kevin Pickney, deck attendant, GS–3, Col Mgmt, GR–113; Charles J. Plante II, vault collection attendant, WG–3, M/B/RS, NP; Nancy Rauch, librarian, GS–7, Afr/ME, NP; Ronald Riley, caption assistant and searcher, GS–5, P&P, NP; Guy Ruth, employee development specialist, GS–9, Trng, 9EMPD; Keena Smith, library aid, GS–1, Col Mgmt, NP; Arna Weatherspoon, deck attendant (trainee), GS–2, Col Mgmt, GR–112; In Hee Yeo, deck attendant, GS–3, Col Mgmt, GR–113.

Reappointments: Lars Cain, deck attendant (trainee), GS–4, Ser, NP; JoEllen Gass, correspondence clerk, GS–4, Cop Exam, 90332.

Temporary Reappointments: Theresa Davis, deck attendant, GS–3, Col Mgmt, GR–113; Dale Pee, clerical assistant, GS–3, NLS/BPH, RS–103.

Promotions: Maurice Casem, to systems analyst, GS–13, ASO, 90313; Melvin Eckley, to systems analyst, GS–13, ASO, 90299; Margaret McGinnis, Sci, to head, reference correspondence section, GS–13, GRR, 90415; Velma Rawlison, E&G, to section clerk, GS–5, Cop Acq & Proc, 90329; Aileen Tinsley, to monographic acquisitions specialists, GS–9, Ord, 90165; Georgianne Wells, Cop Exam, to office assistant, GS–6, Cop Reg, 90382.

Transfer: Carla Bussey, Photodup, to clerical assistant–arranger, GS–3, Cat Publ, OP 10–500.

Resignations: Christine Benagh, CRS A; Rhonda Benthall, Cat Mgmt; Christopher Douglas, Loan; Kenneth Merin, CRS A; Susan Phillippe, FRD; Leon Roberts, Col Mgmt; Peter Trygstad, CRS A.

graphic items, give the dimensions to the nearest millimetre. Give the measurements of the face of the map, etc., measured between the neat lines. Give the diameter of a circular map, etc., and specify it as such. If a map, etc., is irregularly shaped, or if it has no neat lines, or if it has bleeding or damaged edges, give the greater or greatest dimensions of the map itself. If it is difficult to determine the points for measuring the height and the width of the map, etc. (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders, or when it lacks one or more of its borders), give the height × width of the sheet specified as such.

1 map : col. ; 25 × 35 cm.
1 topographic drawing ; 40 × 23 cm.
1 ms. map ; 123.5 × 152.4 cm.
1 map : col. ; 45 cm. in diam.

Comment: Do not apply this option.

3.5D3. Relief models. For relief models, give the height × width in centimetres as instructed in 3.5D1, and *optionally* add the depth.

1 relief model : col., plastic ; 45 × 35 × 2 cm.

Comment: Apply this option.

3.5D5. *Optional addition.* Containers. Add the dimensions of a container, specified as such, to the dimensions of the item.

1 globe : col., plastic, mounted on a metal stand ; 20 cm. in diam. in box, 40 × 12 × 12 cm.
1 map : col. ; 200 × 350 cm. folded to 20 × 15 cm. in plastic case, 25 × 20 cm.

Comment: Apply this option.

3.5E1. Record the name, and *optionally* the physical description, of any material that is issued with the item and is intended to be used in conjunction with it, as instructed in 1.5E.

17 hydrographic charts ; 90 × 96 cm. + 1 book (xvii, 272 p. ; 25 cm.)

Comment: Apply the option on a case-by-case basis. The information is valuable when the accompanying material is substantial in extent or is particularly significant for some other reason, e.g., its nonbook nature. For other items such additional information is not worth the time necessary to formulate it. (This position agrees with the decision we made for the general chapter.)

3.8D. *Optional addition.* Terms of availability

3.8D1. Give the terms on which the item is available as instructed in 1.8D.

£4.40 (complete collection).—£0.55 (individual sheets)

Comment: Apply the option with few exceptions (e.g., price will probably be omitted from the description of noncurrent items). We feel that experience has proven that price and other data about the availability of an item are useful features of the item's bibliographic record. (This position agrees with the decision we made for the general chapter.)

Chapter 4 (Manuscripts)

4.1C. *Optional addition.* General material designation

4.1C1. Add, immediately following the title proper, the appropriate general material designation as instructed in 1.1C.

Gondal poems [GMD]

Comment: Do not apply the GMD option to manuscripts.

4.1F2. *Optional addition.* If the name appended to, or the signature on, a manuscript is incomplete, add to it the name of the person concerned.

[Letter] 1929 Feb. 8, New York [to] F. Scott Fitzgerald, Wilmington, Del. [GMD] / Zelda [Fitzgerald]
[Letter] 1898 July 19, Dorking, Surrey [to] H.G. Wells, Worcester Park, Surrey [GMD] / G.G. [George Gissing]

Comment: Since truncated names are apt to appear often on manuscripts, particularly letters, apply the option, so that the bibliographic description may provide better indentification.

4.4B1. Give the date or inclusive dates of the manuscript or manuscript collection unless it is already included in the title (as with letters and legal documents). Give the date as a year or years, and *optionally* the month and day (in the case of single manuscripts), in that order.

Exil [GMD] / St.-J. Perse.—1941
Correspondence [GMD] / William Allen.—1821–1879
Records [GMD] / American Colonization Society.—1816–1908
Alice's adventures under ground [GMD] : a Christmas gift to a dear child in memory of a summer day / [Lewis Carroll (Rev. C.L. Dodgson)].—1864
Sonnet, To Genevra [GMD] / [Lord Byron].—1813 Dec. 17

Comment: Since for some items the specific date would be useful information, apply the option whenever the information is readily available.

4.5B1. Single manuscripts. Record sequences of leaves or pages, whether numbered or not, as instructed in 2.5B.

23 leaves
iv, 103 leaves
[63] leaves
[4] p.
[4], 103 p.
leaves 51–71.

If the manuscript has been bound, add *bound* at the end of the pagination.

[70] leaves, bound

4, [20], 30 p., bound

Add, to the pagination, etc., of ancient, medieval, and Renaissance manuscripts, the number of columns (if more than one) and the average number of lines to the page.

[208] leaves (41 lines)

[26] leaves (2 columns, 45–47 lines)

Optional addition. Add, to the pagination, the number of leaves if this is different from the number of pages.

[2] p. on 1 leaf

[5] p. on 3 leaves

Comment: Do not apply the option.

4.5B2. Collections of manuscripts. If a collection occupies one linear foot or less of shelf space, record the extent in terms of the number, or approximate number of items (the number of bound and unbound items separately expressed), or the number of containers or volumes. *Optionally,* if the number of volumes or containers is recorded, add the number or approximate number of items.

123 items

ca. 400 items

37 items, 30 items bound

6 v.

12 boxes

3 v. (183 items)

12 boxes (ca. 1000 items)

If the collection occupies more than one linear foot of shelf space, record the extent in terms of the number of linear feet occupied. *Optionally,* add the number or approximate number of items or containers or volumes.

40 ft.

3 ft. (ca. 2250 items)

6 ft. (75 v.)

Comment: Apply the option.

4.5D2. Collections of manuscripts. If the size of the items, containers, or volumes (depending on the terms of the first statement of extent) is uniform, give that size in centimetres. *Optionally,* if the size is not uniform, give the size of the largest followed by *or smaller.*

20 items ; 20 × 30 cm.

6 v. ; 30 cm.

12 boxes ; 40 × 15 × 10 cm.

6 v. ; 28 cm. or smaller

Comment: Do not apply the option.

Chapter 5 (Music)

5.1C. *Optional addition.* General material designation

5.1C1. Add, immediately following the title proper, the appropriate general material designation as instructed in 1.1C.

Sonata for viola and piano, op. 147 [GMD]

Fugue for 6 cellos on themes by Beethoven [GMD]

Sechs Partiten für Flöte [GMD]

Sunday morning coming down [GMD]

Comment: Do not apply the GMD option to music. The specific material designation in the physical description area, e.g. 327 p. of music, is a better way of indicating the nature of an item to a library user.

5.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[3rd ed.]

[Nouv. éd. augm. des Lectures chantées, parue en 1968]

Comment: Do not apply the option. We feel that if the edition statement could be supplied by the cataloger, there would be too much danger of bibliographic "ghosts." The notes area seems a better place for information of this type that the cataloger feels should be supplied. (This position agrees with our decision for the general chapter.)

5.4D1. Record the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

London : Faber Music

Comment: Apply this option for recording the distributor.

5.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

5.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Warner ; [London] : Blossom [distributor]

Comment: Apply the option so that such terms as "distributor" and "publisher" may be added to entities named in the publication, etc., area whenever necessary to clarify the function of the particular person or body. It is expected, however, that the need for clarification will vary from case to case, and the cataloger's perception of this need will also vary. Thus, no great effort at uniformity will be attempted. (This position agrees with our decision for the general chapter.)

5.4G2. *Optional addition.* Give the place, name of printer, and/or date of printing if they differ from the place, name of publisher, distributor, etc., and date of publication, distribution, etc., and are found in the item and are considered important by the cataloguing agency.

Madrid : Real Academia de Bellas Artes de

San Fernando, [1890] (Madrid : Tip. de las Huérfanos)

Comment: The option will be applied so that at least in some cases valuable information about a printer, for example, will not be lost. We recognize, however, that a high degree of uniformity need not be attempted when deciding in precisely which cases data "are considered important by the cataloging agency." (This position agrees with our decision for the general chapter.)

5.5E. Accompanying material

5.5E1. Record the name, and *optionally* the physical description, of any material that is issued with the item and is intended to be used in conjunction with it, as instructed in 1.5E.

1 score (32 p.) + 5 parts ; 26 cm. + 1 sound tape reel

1 score (vii, 32 p.) ; 28 cm. + 1 sound tape reel (60 min. : 7½ ips, mono. ; 7 in., ¼ in. tape)

1 score (30 p.) + 4 parts ; 24 cm. + 1 booklet

Comment: The option will be applied on a case-by-case basis. The information is valuable when the accompanying material is substantial in extent or is particularly significant for some other reason, e.g., its nonbook nature. For other items such additional information is not worth the time necessary to formulate it. (This position agrees with our decision for the general chapter.)

5.8D. *Optional addition.* Terms of availability

5.8D1. Give the terms on which the item is available as instructed in 1.8D.

ISBN 0–333–17848–3 : £4.50

Free to students and members of the association

Comment: Apply the option with few exceptions (e.g., price will probably be omitted from the description of noncurrent items). We feel that experience has proven that price and other data about the availability of an item are useful features of the item's bibliographic record. (This position agrees with our decision for the general chapter.)

Chapter 6 (Sound Recordings)

6.1C. *Optional addition.* General material designation

6.1C1. Add immediately following the title proper the appropriate general material designation (see 1.1C).

Faustus [GMD]

Music for flute and tape [GMD]

Elite Hotel [GMD]

Woody Guthrie [GMD]

Comment: Apply the option so that we may continue the present policy for display of the GMD "sound recording."

6.2B3. *Optional addition.* If a sound recording lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

Comment: Do not apply the option. We feel that if the edition statement could be supplied by the cataloger, there would be too much danger of bibliographic "ghosts." The notes area seems a better place for information of this type that the cataloger feels should be supplied. (This position agrees with our decision for the general chapter.)

6.4D. Name of publisher, distributor, etc.

6.4D1. Record the name of the publisher, etc., as instructed in 1.4D. *Optionally,* record the name of the distributor as instructed in 1.4D.

[London] : Warner

New York : RCA Victor

London : Gandolf Records : Distributed by Middle Earth Co.

Comment: Apply this option for recording the distributor.

6.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

6.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Sunflower ; [London] : Virgin Records [distributor]

Comment: Apply the option so that such terms as "distributor" and "publisher" may be added to entities named in the publication, etc., area whenever necessary to clarify the function of the particular person or body. It is expected, however, that the need for clarification will vary from case to case, and the cataloger's perception of this need will also vary. Thus, no great effort at uniformity will be attempted. (This position agrees with our decision for the general chapter.)

6.4G2. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they differ from the place, name of publisher, etc., and date of publication, etc., and are found in the item and are considered important by the cataloguing agency.

Comment: The option will be applied so that at least in some cases valuable information about a printer, for example, will not be lost. We recognize, however, that a high degree of uniformity need not be attempted when deciding in precisely which cases data "are considered important by the cataloging agency." (This position agrees with our decision for the general chapter.)

6.5B. Extent of item (including specific material designation)

6.5B1. Record the number of physical units of a

sound recording by giving the number of parts in arabic numerals and one of the following terms as appropriate:

sound cartridge
sound cassette
sound disc
sound tape reel
sound track film

Use the terms *piano roll, organ roll,* etc., as appropriate, for rolls.

Add to *sound track film* one of the terms *reel, cassette,* etc., as appropriate.

1 sound cartridge
2 piano rolls
2 sound cassettes
1 sound track film reel

Optionally, if general material designations are used and the general material designation includes the word *sound,* drop the word *sound* from all of the above terms except the last.

Comment: Since the policy of displaying GMDs will vary from agency to agency, do not apply this option in any case as a guarantee that the physical description would always be complete.

6.5C8. *Optional addition.* Recording and reproduction characteristics. For sound recordings, give the recording and reproduction characteristics (e.g., *Dolby processed, NAB standard*).

1 sound cassette (60 min.) : 1⅞ ips, stereo., Dolby processed

Comment: Apply the option whenever a knowledge of these characteristics would be needed before selecting playback equipment.

6.5E. Accompanying material

6.5E1. Record the name, and *optionally* the physical description, of any accompanying material as instructed in 1.5E.

1 sound disc (50 min.) : 33⅓ rpm, stereo. ; 12 in. + 1 pamphlet (11 p. : col. ill. ; 32 cm.)

Comment: The option will be applied on a case-by-case basis. The information is valuable when the accompanying material is substantial in extent or is particularly significant for some other reason, e.g., its nonbook nature. For other items such additional information is not worth the time necessary to formulate it. (This position agrees with our decision for the general chapter.)

6.8D. *Optional addition.* Terms of availability

6.8D1. Give the terms on which the item is available as instructed in 1.8D.

£2.99
Free with the Dec. issue

Comment: Apply the option with few exceptions (e.g., price will probably be omitted from the description of noncurrent items). We feel that experience has proven that price and other data about the availability of an item are useful features of the item's bibliographic record. (This position agrees with our decision for the general chapter.)

Chapter 7 (Motion Pictures and Videorecordings)

7.1B2. If an item lacks a title, supply one as instructed in 1.1B7 and also follow these particular instructions.

Commercials. Supply a title for a short advertising film consisting of the name of the product, service, or other interest advertised, and the word *advertisement.*

[Manikin cigar advertisement]
[Road safety campaign advertisement]

Unedited material and newsfilm. Include in a supplied title for unedited material, stock shots, and newsfilm all the major elements present in the picture in order of their occurrence (e.g., place, date of event, date of shooting (if different), personalities, and subjects).

[Phantom jet landing at R.A.F. Leuchars, July 1971]

Optionally, give a description of the action and length of each shot in a note (see 7.7B18).

Comment: Apply the option on a case-by-case basis, giving such details when the material warrants fuller treatment.

7.1C. *Optional addition.* General material designation

7.1C1. Add immediately following the title proper the appropriate general material designation as instructed in 1.1C.

The Pickwick papers [GMD]
The administration of justice [GMD]

Comment: Apply the option, continuing our existing practice for motion pictures and videorecordings.

7.2B3. *Optional addition.* If a motion picture or videorecording lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

Comment: This is an option found in the general chapter and for that we have decided not to apply the option on the grounds that applying it, catalogers might invent bibliographic "ghosts" at least part of the time. (The note area might still be used to convey the same information.) For the same reason, do not apply 7.2B3.

7.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

7.4E1. Add to the name of the publisher, distributor, releasing agency, etc., or production agency or

producer a statement of function as instructed in 1.4E.

Manchester : University of Manchester, Dept. of Medical Biochemistry [distributor]

San Francisco : Davidson Films [production company] ; Morristown, N.J. : Silver Burdett [publisher]

Comment: This is an option found in the general chapter and for that we decided to apply the option on a case–by–case basis. Apply the option in 7.4E in the same way.

7.4F2. *Optionally*, give a date of original production differing from the date of publication, distribution, etc., in the note area (see 7.7B9).

Santa Monica [Calif.] : Pyramid Films [distributor], 1971

Note: Made in 1934

Comment: Apply the option since this is valuable information for many films.

7.4G. Place of manufacture, name of manufacturer, date of manufacture

7.4G1. If the name of the publisher is unknown, give the place and name of the manufacturer if they are found in the item, as instructed in 1.4G.

7.4G2. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they differ from the place, name of publisher, etc., and date of publication, etc., and are found in the item and are considered important by the cataloguing agency.

Comment: Since production companies (film "manufacturers") really belong in other areas (7.4D1 and 7.1F1), do not apply the option in 7.4G2.

7.5E1. Record the name, and *optionally* the physical description, of any accompanying material as instructed in 1.5E.

1 film cassette (21 min.) : sd., col. ; standard 8 mm. + 1 teacher's guide

Comment: This is an option found in the general chapter and for that we decided to apply the option on a case-by-case basis. Apply the option in 7.5E1 in the same way.

7.8D. *Optional addition.* Terms of availability

7.8D1. Give the terms on which the item is available as instructed in 1.8D.

For hire or sale (£15.00)

Free to universities and colleges

Comment: This is an option found in the general chapter and for that we decided to apply the option for current materials when readily available. Apply the option in 7.8D1 in the same way.

Chapter 8 (Graphic Materials)

8.1C. *Optional addition.* General material designation

8.1C1. Add immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Comment: Display the GMD, continuing present practice for this material.

8.2B3. *Optional addition.* If a graphic item lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

Wooded landscape with church, cow, and figure [GMD] / T. Gainsborough fecit aqua forte ; J. Wood perfecit.—[3rd state]

The story of the Pied Piper [GMD] / Encyclopaedia Britannica Educational Corporation.—[New ed.]

Comment: This option appears in the general chapter and we decided not to apply the option there because it would mean in some cases bibliographic "ghosts." The note area is a better place for such information. Apply the same decision here.

8.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

8.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

London : Rickett Encyclopedia of Slides [publisher] : Voluntary Committee on Overseas Aid & Development [distributor]

Comment: The same option appears in the general chapter and there we decided to apply the option on a case-by-case basis, adding terms when they seemed important and not worrying about a high degree of consistency. Apply the same decision here.

8.4G2. *Optional addition.* Give the place of manufacture, name of manufacturer, and/or date of manufacture if they differ from the place and name of publisher, etc., and date of publication, etc., and are found on the item and are considered important by the cataloguing agency.

Comment: The same option appears in the general chapter and there we decided to give at least important printers in the case of books. Apply the option here.

8.5B1. Record the number of physical units of a graphic item by giving the number of parts in arabic numerals and one of the following terms as appropriate:

art original
art print
art reproduction
chart
filmslip
filmstrip
flash card
flip chart

photograph
picture
postcard
poster
radiograph
slide
stereograph
study print
technical drawing
transparency
wall chart

Add to filmstrip and stereograph the words *cartridge* or *reel* when appropriate.

Add the trade name or other technical specification to the term for a stereograph.

1 wall chart
3 wall charts
100 slides
1 filmstrip cartridge
12 transparencies
3 stereograph reels (Viewmaster)

If the parts of the item are very numerous and the exact number cannot be easily ascertained, give an approximate number.

ca. 1,000 photos.

Optionally, substitute or add a term more specific than those listed above.

Comment: Apply the option, since terms other than those listed will be needed.

8.5C7. Photographs. If the photograph is a transparency not designed for projection or a negative print, indicate this. Give an indication of the colour (col., b&w. etc.).

Optionally, give the process used.

1 photo. : tinted
3 photos. : negative, b&w
1 photo. : photogravure, col.
1 photo. : glass photonegative

Comment: Apply the option on a case-by-case basis, i.e., whenever the information seems important for the particular items being cataloged.

8.5E. Accompanying material

8.5E1. Record the name, and *optionally* the physical description, of any accompanying material as instructed in 1.5E. Indicate integral sound systems as part of "other physical details" (see 8.5C4 and 8.5C12).

1 stereograph reel (12 double fr.) : col. + 1 booklet
40 slides : col. + 1 sound disc (30 min. : 33⅓ rpm, mono. ; 12 in.)
1 filmstrip (70 fr.) : sd., col. ; 35 mm. + 1 teacher's guide

Comment: This option appears in the general chapter and for that we decided on a case-by-case application. Apply the same deicsion here.

8.8D. *Optional addition.* Terms of availability

8.8D1. Give the terms on which the item is available as instructed in 1.8D.

Free loan to students
For rent or sale ($10.00)

Comment: This option appears in the general chapter and for that we decided generally to apply it. Apply the same decision here.

Chapter 9 (Machine-Readable Data Files)

9.1C. *Optional addition.* General material designation

9.1C1. Add immediately following the title proper the appropriate general material designation as instructed in 1.1C.

U.S. economic data tapes, 2477 series [GMD]

Comment: Are the terms used as specific material designations sufficiently indicative of the category "machine-readable data files"? They are "data file," "program file," and "object program." If not, display the GMD for this category of materials.

9.2B3.*Optional addition.* If a machine–readable data file lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[1976 ed.]

Comment: This option is contained in Chapter 1 and for that we decided on non-application, because of the danger of catalogers' creating bibliographic "ghosts." Apply the same decision here.

9.4E. *Optional addition.* Statement of function of publisher, producer, distributor, etc.

9.4E1. Add to the name of the publisher, producer, distributor, etc., a statement of function as instructed in 1.4E.

Chicago : National Opinion Research Center [publisher] : Roper Public Opinion Research Center [distributor]

Ames, Iowa : University of Iowa ; Ann Arbor, Mich. : Inter-University Consortium for Political Research [distributor]

Comment: This option is included in Chapter 1, and there we decided to apply it on a case-by-case basis. Apply the same decision here.

9.5D. Accompanying material

9.5D1. Record the designation for a program accompanying a data file or for a file accompanying a program as accompanying material (see 1.5E). *Optionally,* add to the designation the number of statements or logical records in such accompanying programs or files.

1 data file (3,000 logical records) + 1 program file

1 program file (300 statements, COBOL) + 1 data file (1,000 logical records)

9.5D2. Record the name, and *optionally* the physical description, of any other accompanying material (e.g., codebooks, manuals) as instructed in 1.5E.

1 program file (5,000 statements, FORTRAN IV) + 1 manual (100 p. ; 25 cm.)

Comment: Apply these options whenever the information is easily ascertainable or readily available.

9.7B4. Variations in title. Give other titles found on the file or in its accompanying documentation or in other descriptions of the file. *Optionally,* record a data set name differing from the title proper.

Title on code book: New Democratic Party of Ontario, 1967

Data set name: MACPEE

Comment: Apply the option.

9.8D. *Optional addition.* Terms of availability

9.8D1. Give the terms on which the item is available as instructed in 1.8D.

$800.00

Free to universities and colleges, for hire to others

Comment: Apply the option.

Chapter 10 (Three-Dimensional Artefacts and Realia)

10.1C. *Optional addition.* General material designation.

10.1C1. Add immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Comment: Display the GMD, continuing present practice for this material.

10.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[New ed.]

[5e éd.]

Comment: This option appears in the general chapter and we decided not to apply the option there because it would mean in some cases bibliographic "ghosts." The note area is a better place for such information. Apply the same decision here.

10.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

10.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

Comment: The same option appears in the general chapter and there we decided to apply the option on a case-by-case basis, adding terms when they seemed important and not worrying about a high degree of consistency. Apply the same decision here.

10.4G3. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they differ from the place, name of publisher, etc., and date of publication, etc., and are found on the item or in accompanying textual material or on a container, and are considered important by the cataloguing agency.

Comment: The same option appears in the general chapter and there we decided to give at least important printers in the case of books. Apply the option here.

10.5B1. Record the number of physical units of a three-dimensional artefact or object by giving the number of parts in arabic numerals and one of the terms listed below, as appropriate. If none of these terms is appropriate, give the specific name of the item or the names of the parts of the item as concisely as possible.

diorama
exhibit
game
microscope slide
mock-up
model

1 game
2 dioramas
1 microscope slide
6 microscope slides
2 jigsaw puzzles
3 hand puppets
2 feather headbands, 1 pair beaded moccasins
3 quilts

Optionally, if general material designations are used and the general material designation consists of one of the above listed terms, drop that term and give the number of pieces alone (see 10.5B2).

Comment: Since the display policy for GMDs will vary from agency to agency, do not apply this option so that the physical description will always be complete.

10.5B2. Add to the designation, when appropriate, the number and the name(s) of the pieces.

1 jigsaw puzzle (1,000 pieces)

1 game (2 players' manuals, board, cards, role cards, 2 dice)

If the pieces cannot be named concisely or cannot be ascertained, add the term *various pieces,* and *optionally* give the details of the pieces in a note (see 10.7B10).

1 diorama (various pieces)

Note: Contains 1 small stage, 5 foreground

transparencies, 2 backgrounds, 5 story sheets, and 1 easel

2 games (various pieces)

Comment: Apply the option on a case-by-case basis.

10.5E. Accompanying material

10.5E1. Record the name, and *optionally* the physical description, of any accompanying material as instructed in 1.5E.

5 models : col. ; in box, 20 × 20 × 12 cm. + 1 teacher's guide (3 v. ; 30 cm.)

1 hand puppet : red and blue ; 20 cm. long + 1 sound disc (20 min. : 33 1/3 rpm, mono. ; 12 in.)

Comment: This option appears in the general chapter and for that we decided on a case-by-case application. Apply the same decision here.

10.8D. *Optional addition.* Terms of availability

10.8D1. Give the terms on which the item is available as instructed in 1.8D.

Free loan to medical students

$9.00 (medical students only)

Comment: This option appears in the general chapter and for that we decided generally to apply it. Apply the same decision here.

Chapter 11 (Microforms)

11.1C. *Optional addition.* General material designation

11.1C1. Add immediately following the title proper the appropriate general material designation as instructed in 1.1C.

A history of Dalhousie University Main Library, 1867–1931 [GMD]

Comment: Display the GMD for microforms.

11.2B3. *Optional addition.* If a microform lacks an edition statement but is known to contain significant changes from previous editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[New ed.]

[3rd ed.]

Comment: This is an option that stands in the general chapter and there we decided on non-applicability because of the danger of catalogers' creating bibliographic "ghosts." Apply the same policy for 11.2B3.

11.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

11.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Charles & Brown ; London : Salemis [distributor]

Comment: This is an option that stands in the general chapter and there we decided on a case-by-case application. Apply the option in 11.4E in the same way.

11.5B1. Record the number of physical units of a microform item by giving the number of parts in arabic numerals and one of the following terms as appropriate:

aperture card
microfiche
microfilm
microopaque

Optionally, if the general material designation *microform* is used, drop the prefix *micro* from these terms.

Add to *microfilm* one of the terms *cartridge, cassette,* or *reel,* as appropriate. Add to *microfiche* the term *cassette* if appropriate.

Comment: Since GMDs will not always be displayed by every cataloging agency, do not apply the option in 11.5B1 in order to ensure a complete physical description in every case.

11.5E. Accompanying material

11.5E1. Record the name, and *optionally* the physical description, of any accompanying material as instructed in 1.5E.

1 microfilm reel ; 16 mm. + 1 pamphlet (30 p. : ill. ; 22 cm.)

Comment: This is an option that stands in the general chapter and there we decided on a case-by-case applicability. Apply the option in 11.5E1 in the same way.

11.7B10. Physical description. Make the following physical description notes:

Film. *Optionally,* give details of the nature of the film used.

Silver based film.

Comment: Apply the option on a case-by-case basis.

11.8D. *Optional addition.* Terms of availability.

11.8D1. Give the terms on which the item is available as instructed in 1.8D.

Comment: This option is found in the general chapter and for that we decided on a general application. Apply the option in 11.8D in the same way.

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